

Collection Letter Template Sample

To,

Mr. ABC

XYZ, JKLM

Date (Date on which letter is written)

From,

MNOP

Manager

FGH Finance Pvt. Ltd. Subject: Collection Letter for
payment reminder

Dear Mr. XYZ,

Concerning the agreement signed by you against loan of amount \$50000, I would like to inform you that your payment for the first installment is due on 15th December; I would appreciate if you could do the needful on time. Also, as per the rules there are actions that can be taken against you, if the payment is not made on time. I wish that you will abide by the terms of agreement and will settle the loan on time. In case you wish the payment to be collected from your place do give us a call and our representative will do the needful.

Hope to have a sound business with you.

Yours Sincerely'

XYZ